

Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

DEPARTMENT OF HOMELAND SECURITY
(1) FEDERAL ADVISORY COMMITTEE NAME <i>State the legal name of the FAC</i>
Great Lakes Pilotage Advisory Committee
(2) AUTHORITY <i>Identify the authority for establishing the FAC</i>
<p>Congress established the Great Lakes Pilotage Advisory Committee in the Coast Guard Authorization Act of 1998. The Committee operated under the authority of 46 United States Code, section 9307. This Committee is established in accordance with and shall operate under the provisions of the Federal Advisory Committee Act (Title 5 United States Code, Appendix).</p>
(3) MISSION/FUNCTION <i>Describe the mission/function of the FAC</i>
<p>The Great Lakes Pilotage Advisory Committee makes recommendations to the Secretary of the Department of Homeland Security on matters relating to Great Lakes pilotage, including review of proposed Great Lakes pilotage regulations and policies.</p>
(4) POINTS OF VIEW <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p>Title 46 USC 9307(b)(1) specifically defines the membership requirement for each of the seven available positions on the Great Lakes Pilotage Advisory Committee. The Committee members are appointed by and serve at the pleasure of the Secretary of the Department of Homeland Security upon recommendation by the United States, Coast Guard Commandant. The six members representing the pilot associations and the Great Lakes shipping industry are appointed as Representative members. The seventh member, with a background in finance and accounting, is appointed as a Special Government Employee. Each member shall have at least five years of practical experience in maritime operations except as noted in paragraph 4(e). The membership of the Committee shall include:</p> <ol style="list-style-type: none"> The President of each of the three Great Lakes pilotage districts, or the President's representative, shall represent their District. One member representing the interests of vessel operators that contract for Great Lakes pilotage services; One member representing the interests of Great Lakes ports; One member representing the interests of shippers whose cargoes are transported through Great Lakes ports; and,

- e. One member with a background in finance or accounting, who--
- (i) must have been recommended to the Secretary by a unanimous vote of the other members of the Committee, and
 - (ii) may be appointed without regard to the requirement that each member have five years of practical experience in maritime operations.

Members serving in paragraph a. through d. represent the viewpoints of their respective interests and are not Special Government Employees as defined in section 202(a) of Title 18, United States Code. The member serving in paragraph e. serves as a Special Government Employee as defined in section 202(a) of Title 18, United States Code.

Presidents of the three Great Lakes pilotage districts, serving as in paragraph 4(a), are elected annually, and they or their representatives serve on the Committee as long as they retain their elected or representative status. Members serving in accordance with paragraphs 4(b) through 4(d) serve three-year terms with approximately one members' term expiring each year. Individuals may be reappointed to one additional term, serving not more than six consecutive years. A member serving in paragraph 4(e) serves a five-year term and may be reappointed to multiple consecutive terms.

(5) OTHER BALANCE FACTORS

List any other factors your agency identifies as important in achieving a balanced FAC

Policies on gender and ethnic non-discrimination are addressed when new members are solicited through the Federal Register. Qualified men and women and members of all racial and ethnic groups are fully encouraged to apply. Diversity is valued and the different backgrounds, characteristics, and attributes of persons who may be recommended and selected to serve on the committee will enhance and contribute to the effective functioning and mission of the committee.

(6) CANDIDATE IDENTIFICATION PROCESS

Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:

- (a) describe the process
- (b) identify the agency key staff involved (by position, not name)
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and
- (d) state the membership term limit of FAC members, if applicable

The Director of Marine Transportation Systems will solicit candidate names that meet requirements for Committee membership from the stakeholders in the Great Lakes maritime industry by publishing a notice in the Federal Register requesting applications. United States, Coast Guard determines the best qualified candidate through analysis of relevant marine industry experience for each applicant. United States, Coast Guard also takes into account recommendations from Great Lakes stakeholders. This list will be vetted by legal counsel for balance and charter requirements. Upon legal approval, the Designated Federal Officer will discuss the list of candidates with the Director of Marine Transportation Systems and the best qualified candidates will be presented to the Secretary of the Department of Homeland Security for appointment. If any vacancies occur during the appointed term of a committee member, the Designated Federal Officer will propose a candidate for appointment to fill the remainder of the unexpired term. Members shall serve terms of office of up to three years, and approximately one-third of the members' terms shall expire each year. The terms of office for the three presidents of a pilots' association or their representative shall run concurrently with their term as president of their respective pilots' association.

(7) SUBCOMMITTEE BALANCE

Subcommittees subject to FACA should either state that the process for determining FAC member balance on subcommittees those agencies that require their subcommittees to follow all FACA requirements.*

** This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

The subcommittee chairperson may designate up to one other member of the Committee to serve on a subcommittee. The subcommittee chairperson will submit the names of the subcommittee membership for the Designated Federal Officer's approval before holding any subcommittee meetings .

(8) OTHER

Provide any additional information that supports the balance of the FAC

Not Applicable.

(9) DATE PREPARED/UPDATED

Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated

Created December 2012
Updated November 2016